

**GOVERNMENT OF
THE VIRGIN ISLANDS OF THE UNITED STATES**

**Request for Proposal – Negotiation
Professional Services**

To:

Date: July 27, 2018

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RFP No. 025-T-2018 (P)

Pursuant to 31 V.I.C. 239 (a) (4) and Rules and Regulations thereunder issued, the Government of the Virgin Islands, herein after referred to as GVI, Department of Property and Procurement will receive proposals for the work described below. Proposals will be received no later than **Tuesday, August 28, 2018 @ 4:00 o'clock p.m.** Atlantic Standard Time.

DESCRIPTION OF WORK:

Qualified firms for the installation of a Network Video Management System (NVMS) for the U.S. Virgin Islands Security Initiative Project.

SCOPE OF SERVICES: See Attached RFP

NEGOTIATED PROCEDURES:

The Commissioner of the Department of Property and Procurement will appoint a Selection Committee to assist in the evaluation and selection of the Contractor. Accordingly current data on qualifications and performance should be submitted with proposals. After reviewing the qualifications and proposals the Committee will select for discussions from the firm/s or person/s considered not less than three (3), in order of preference, **deemed to be most highly qualified to provide the services herein required.** Discussions will be conducted successively and severally with the firms or persons so selected the anticipated concepts and the relative utility alternative methods of approach for furnishing the services hereunder.

FACTORS FOR DISCUSSIONS

Selection criteria will include (i) Professional qualification, registration and general reputation of principals of the firm or person; (ii) the extent to which the firm or person specializes in or has provided services of a type and scope similar to the hereunder; (iii) familiarity with the location (s) in which services will be performed; (iv) capability of meeting schedules; and (v) quality of performance on other similar projects.

NEGOTIATION:

The Selection Committee shall recommend to the Commissioner **the highest qualified firm or person with whom a contract shall be negotiated.** The Commissioner, with the assistance of the Selection Committee, shall attempt to negotiate a contract with such firm or person.

Should the Commissioner be unable to negotiate a satisfactory contract with the firm considered to be the most qualified, at a price he determines to be fair and reasonable to the Government, negotiations with that firm will be formally terminated. Negotiations will then commence with the second most qualified, the third most qualified or additional firms, in order of preference, and shall continue until an agreement is reached.

Lloyd T. Bough, Jr.
Commissioner
Property and Procurement

INSTRUCTION TO PROPOSERS

A. NOTICE

RFP-025-T-2018 (P) Qualified firms for the installation of a Network Video Management System (NVMS) for the U.S. Virgin Islands Security Initiative Project

Information provided in the scope of work is to be used only for purposes of preparing a proposal. It is further expected that each bidder will read the scope of work thoroughly, for failure to meet certain specified conditions may invalidate the proposal.

The Government of the Virgin Islands, herein after referred to as GVI, reserves the right to reject any or all proposals or any portion thereof and to accept the proposal deemed most advantageous to GVI. Price shall not be the sole criterion of awarding this project. Scope and quality of work proposed and the ability of the bidder to complete this type of project shall also be considered.

Applicants are requested to submit proposals on the basis of the scope of work. Alternative proposals recommending new features and technology other than that requested in the scope of work will receive consideration providing such new features and/or technology is clearly explained. Any exceptions to the requirements requested herein must be clearly noted in writing and be included as part of the proposal.

B. STATEMENT OF PURPOSE

To assist the Government of the Virgin Islands in meeting the requirement for the following services: **RFP-025-T-2018 (P) Qualified firms for the installation of a Network Video Management System (NVMS) for the U.S. Virgin Islands Security Initiative Project.**

C. PROPOSE SCOPE OF SERVICES

See Attached RFP

D. TIMETABLE

See RFP Section 4.1 Calendar of Events

E. SUBMISSION OF PROPOSAL

See RFP Section 4.3 Response Submission

F. CONSIDERATION OF PROPOSAL

The Commissioner of Property and Procurement shall represent and act for GVI in all matters pertaining to the scope of work and contract in conjunction therewith. **This RFP does not commit GVI to the award of a contract, nor pay of any cost incurred in the preparation and submission of proposals in anticipation of a contract. GVI reserves the right to reject any or all proposals and to disregard any informality and/or irregularity in the proposal when, in its opinion, the best interest of GVI will be served by such action.** Proposals failing to provide some of the items in the scope of work shall not be rejected per se but any deviations from the scope must be clearly noted.

G. ACCEPTANCE OF PROPOSALS

GVI will notify in writing acceptance of one of the proposals. Failure to provide any supplementary documentation to comply with the respondent's proposal may be grounds for disqualification.

H. CONTENTS OF PROPOSAL

The following is a list of information to be included in the written proposal. Failure to comply with all the requirements as outlined, may disqualify the applicant.

1. Introductory letter about the applicant:
 - a. Name, address, email and telephone numbers.
 - b. Type of service for which individual/firm is qualified.
2. Organization:
 - a. Names/addresses of Principals of Firm.
 - b. Names of key personnel with experience of each and length of time in organization.
 - c. Number of staff available for project. (Local & Off-Territory)
 - d. Copy of Articles of Incorporation
 - e. Copy of Certificate of Resolution
 - f. Copy of valid Business License
3. Outside consultants that will be retained for this project and percentage of work to be sub-contracted.
4. Project experience:
 - a. List of completed projects and estimated cost of each.
 - b. Current projects underway; scope; percentage completed to date and estimated cost of each.

5. Project References: See RFP Section 4.2 References
6. Project Approach:
 - a. Describe how you will approach this project and availability to perform the services requested.

I. CONFLICT OF INTEREST

A proposer filing a proposal hereby certifies that no officer, agent or employee of GVI has a pecuniary interest in this proposal or has participated in contract negotiations on behalf of GVI; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Bidder for the same request for proposals; the Bidder is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

J. LICENSE REQUIREMENT

An award will not be made to any firm or individual doing business in the Virgin Islands with the Government of the Virgin Islands until evidence is submitted that said firm or individual has a valid Virgin Islands Business License. Bidders must submit hard copy of a valid Virgin Islands Business License within ten (10) business days after award. All Bidders bidding as Joint Ventures must be licensed as a Joint Venture in the Virgin Islands.

FAILURE TO PROVIDE THE APPROPRIATE CERTIFICATES AND/OR DOCUMENTATION WITHIN THE STATED TIME PERIOD MAY RESULT IN THE PROPOSAL DEEMED NON-RESPONSIVE AND MAY BE IMMEDIATELY DISQUALIFIED WITH NO FURTHER CONSIDERATION GIVEN FOR POTENTIAL AWARDING OF THE CONTRACT.

REQUEST FOR PROPOSAL



Virgin Islands Security Initiative Network Video Management System



United States Virgin Islands

DUE DATE: AUGUST 28, 2018

AT 4:00 P.M.

Property and Procurement
8201 Subbase, 3rd Floor
St. Thomas, VI 00802

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1.0 Background

The Government of the United States Virgin Islands (GVI) has initiated the Virgin Islands security surveillance initiative project which requires the Buildout of an IP-CCTV system throughout the territory, to include St. Croix, St. Thomas and St. John.

The Bureau of Information Technology (BIT) as the lead agency in cooperation with the Virgin Islands Police Department (VIPD) has developed this document as a Request for Proposal (RFP) for an IP based High Definition (HD) Video Security Camera system.

BIT intends to install cameras, and recording equipment in order to enhance throughout the territory, and to safeguard assets. The overall network shall provide support for the capturing, viewing and management of HD video surveillance IP networked cameras. This RFP is requesting quotes for equipment, software, installation services, and training.

2.0 Scope of Work

The BIT invites qualified Bidders to submit a proposal, providing the Virgin Islands with fully functional IP HD Video Camera Surveillance system at two sites (one per district) which includes the following;

- Servers, computers, and viewing Monitors for monitoring stations
- Furniture for Monitoring Stations
- Recorders for monitoring stations with preloaded a premium video management software
- Cameras
- Wireless network as required
- Installation labor for cabling, mounting, and configuration of devices
- Parts which include camera housing, brackets, etc.
- Training
- ShotSpotter Integration
- License Plate Recognition (LPR)

It has been determined that multiple networked Internet Protocol Video Surveillance (IPVS) systems will be most effective. The systems are to be considered mutually exclusive, as all materials coordination, devices and resources must be compatible with those deployed on both St. Croix and St. Thomas.

Subsequently, the Government of the Virgin Islands (GVI) IPVS Request for Proposal is developed for two (2) dedicated networks as follows:

- St. Croix District
- St. Thomas/St. John District

Although each system will be operated and managed by the VIPD departments, use of Internet Protocol (IP) based technology will allow for cross-functional viewing by authorized personnel in both districts. Data recorded from any of the systems will also be retrievable via IP by authorized staff based on access policy within user profile configurations. All IP connections will be provided by the Virgin Islands Next Generation Network (viNGN) at each location.

3.0 System Requirements:

Many of the Territory's legacy systems are either not functioning or have a limited number of cameras working. In order to take full advantage of the proposed IPVS all analog cameras and current NVMS's will be replaced. A standard Video Management System shall be used for all new IPVS systems throughout the territory.

- Bidders are required to quote the optimal number of servers and camera licenses needed per district for an expandable system.
- Provide and setup hardware and software for a centralized monitoring center with two work stations, monitors, and uninterrupted power supplies (UPS) for servers in each district.
- Install battery backup to support camera operation for up to 60 minutes without AC power.
- Bidders should include quotes for standard UPS, and surge protection.
- Where determined CAT6 wiring will be required, and in some instances mining of existing coax will also be required to free conduit space.
- In locations/sites that are configured with multiple servers the servers should be synchronized into a single crash proof cluster.
- All sites are in close proximity to the Caribbean Sea; thus, consideration must be made to limit the corrosion of system components that are not resistant to salt-air or sea-blast.
- The IPVS system will use technology and components similar to, or compatible with those used by BIT.
- License Plate Recognition (LPR) technology to be installed at specified locations based on VIPD identified hotspots, covering essential avenues of approach.
- The plan should incorporate a 1 year maintenance contract that includes all necessary components to support the system.

3.1 IPVS Design Objectives:

The primary design considerations for the Territory's IPVS system is to ensure that there is sufficient overlap of target visibility between cameras within the defined coverage area, and that light sensitivity is built into the system solutions.

There are (9) nine functional considerations the design and RFP addresses for each network and location:

- *CAMERAS*
- *CONNECTIVITY*
- *NVMS INTERFACES VIDEO STORAGE*
- *RECORDING*
- *VIDEO ANALYTICS*
- *VIEWING 3RD PARTY APIs*
- *LICENSE PLATE RECOGNITION*

3.2 Cameras:

To accomplish performance objectives, camera requirements will be based on distortion rates at distances to target in low light, bright light, and daylight conditions. The effective measures are the points at which there is target detection and target identification. Proposed fixed cameras will have a minimum of 5 Mega Pixels (MP). All PTZ cameras will be 3 MP. ***Finally, all cameras are required to update firmware when the NVMS updates, if a camera firmware update is available. The Camera system must include lifetime software upgrades at no additional cost.***

Total Locations for camera installation (all networks): 40

3.2.2 Camera Functionality:

Color / Infrared / Thermal

The core functions of the available camera technology have been evaluated and based on individual use cases; requirements for low-light conditions are most significant to reduce the amount of additional lighting installations. Super Low-Light and Infrared (IR) cameras are the chosen standards for the project. Super Low-Light camera specifications are used for surveillance of low lit areas, while IR camera specifications are in place for normal Day/Night surveillance.

Bidders are required to specify additional lighting necessary to ensure camera performance based upon the camera solutions they propose on a per site basis.

3.2.3 Camera Specifications:

Several design factors were considered in establishing standards for the Government of the Virgin Islands IPVS camera requirements. They include the following:

- Form Factor: Box, bullet, dome, and PTZ. Proposers will be allowed to present form factor for cameras based on their assessment. Dome is the preferred form for all sites fixed cameras.
- CODEC: The compression mode standard that the camera supports. The selected standard is H.264, the current and most widely adopted in the surveillance industry.
- Transmission: The protocol used for transmission of images over the network.
- Resolution: Pixel density for image quality. The selected standard is Internet Protocol (IP).
- Infrared (IR): Cameras with integrated IR are the standard to supports extreme low-light to no-light conditions.
- Ingress Protection: Rating that protects cameras from dust and moisture. IP67 is the enclosure rating selected as the minimum requirement.
- Frames per Second (FPS): FPS rates impact video stream network capacity and video viewing quality. The minimum capability requirement is 15fps to avoid jittery viewing.
- Focal Length: Lens to sensor distance that impacts camera FoV capability. Design rule-of-thumb performance for wide to narrow FoV is 3mm for a 77 degree angle, while 6mm focal length will be used for more narrow viewing.
- Angle of View (AoV): Determines angle camera can view targets. Minimum (AoV) required is 120 degrees.
- Vandal Rating: Rated as IK levels, determines impact resistance. IK10 is required for high-risk areas as identified by VIPD during site visit.

- Day/Night: All cameras must perform in low-light and day light.
- Warranty: Minimum warranty for cameras is 3 years.
- Operating Temp: Range of temperatures requirement is -4 (F) to 120 (F)
- Focal Type: Varifocal lenses are the standard in lieu of fixed.
- Imager Size: Optional CCD or CMOS imagers with 1/2.7" size minimum.
- WDR: Wide Dynamic Range for bright to low light automatic adjustment required.
- Iris adjustment: Cameras with adjustable iris' are preferred.
- Min. Lux Rating: Minimum lux rating of 0.1 supports extreme low-light conditions.
- Auto-Focus: Each camera will require remote auto-focus capability.
- On-Board Storage: Optional capability to use SDHD storage on cameras.
- SNMP: Simple Network Management Protocol capability is required.
- Compatibility: ONVIF – Open Network Video Interface Forum standard Profile S is required.
- PoE: IEEE 802.3af Power-over-Ethernet capable cameras is a requirement, with low-voltage power as an option.
- Max Power: Preferred standard is 7W power cameras, but others (higher or lower) can be considered.

3.2.4 Camera Field Performance:

Field performance minimum requirements are based on main target coverage area and horizontal field of view (HFOV) for each camera. Bidder's will determine the most opportune mounting locations, based on main target coverage required and approximate HFOV identified during site walkouts per location.

Performance required is based on the Pixels-per-Foot (PPF), minimum resolution, and approximate PPF distance from camera locations identified in table below.

3.2.5 Connectivity:

In this IPVS deployment all cameras will be connected to a Network Video Management System (NVMS). Each District network will have its own servers for storage of recordings. All IP cameras will be connected to the NVMS servers by either CAT6 wiring or in combination with wireless short haul. All IP cameras will connect to the IPVS network through BIT provided Ethernet/IP services, or viNGN owned Fiber to obtain access to the internet. Bidders are required in their proposal the projected backhaul bandwidth capacity needed to support each network based on proposed remote viewing performance expectations. This data will be used to support acquisition and provisioning of GVI supplied IP facilities.

A combination of dipole and parabolic antennas on select cameras will be used to transmit video through new IEEE 802.11a/b/g/n/ac wireless networks. Contractor to determine need for wireless local transport.

Each Bidder is responsible to perform a wireless survey at each site requiring a wireless network to ensure signal integrity.

3.3 Network Video Management System:

The system will be a highly scalable, enterprise level software solution. It must offer a complete Video Surveillance solution that will be scalable from 40 to hundreds of cameras that can be added as and when required. It should allow for seamless integration of third party security infrastructure where possible. The system MUST be capable of working on latest Windows OS and Windows Server platforms, and in a virtual

environment. Should support client - server architecture.

- The NVMS shall be available as a pre-loaded application on an 84TB Onboard Storage per server.
- NVMS shall be available as a standalone software application
- The NVMS software application can be installed on any open platform hardware, and does not require hardware multiplexer or time-division technology for video or audio.
- The NVMS shall support increasing recording storage capacity without additional licenses.
- The NVMS shall decompress H.264 video through the client graphics card / graphical processing unit.
- The NVMS shall be an enterprise level software solution that shall be scalable from one client, server and camera up to:
 - a. 300 cameras per server.
 - b. Up to 10,000 cameras per site.
 - c. Indefinite number of concurrent client to site connections, limited only by the bandwidth capability of the network and server.
- The NVMS server and client software applications can be installed and run on the same computer or on separate computers.
- The NVMS shall support storage and processing of video and audio.
 - a. Audio and video must be recorded natively from the camera with no transcoding.
 - b. Audio and video must be synchronized regardless of frame-rate, resolution or bitrate.
- The NVMS shall support industry standard video compression formats, including but not limited to:
 - a. JPEG2000
 - b. MJPEG
 - c. MPEG-4
 - d. H.264
- The NVMS shall perform dynamic video stream management.
 - a. The NVMS shall tile multi-megapixel videos streams and only transmit the requested portion of the video stream to the client.
 - b. Recorded video storage is extended by dynamically reducing the quality of the recorded video over time so that video is still viable but uses less storage.
- Shall be available for local users, remote users and mobile devices.
- The system must support absolute redundancy configurations.
- The NVMS shall support recording and management of video and audio sources through the use of industry standard drivers. These drivers shall include:
 - a. ONVIF Profile S
 - b. Publicly Published API
- The NVMS shall support monitoring video and audio sources from the following or any other IP-based Camera.
 - a. Avigilon H4 HD Cameras
 - b. Avigilon Self-Learning Analytics Cameras
 - c. Avigilon IP H.264/JPEG2000 Cameras and Encoders
 - d. Rialto Video Analytics Appliances
 - e. ACTi cameras/encoders
 - f. Arecont cameras
 - g. Axis cameras/encoders

- h. Bosch cameras/encoders
- i. IQInvision cameras
- j. Mobotix cameras
- k. ONVIF 1.00, 1.01, and 1.02 cameras
- l. Panasonic cameras/encoders
- m. Pelco cameras
- n. Samsung cameras/encoders
- o. Samsung Techwin cameras
- p. Sanyo cameras
- q. Scallop cameras
- r. Sightlogix cameras
- s. Sony cameras
- t. VideolQ cameras/encoders
- The NVMS shall support de-warping of live and recorded video.
- The NVMS shall provide the ability to configure and manage alarms and events.
 - a. Individual alarms from a third party system (access control, etc.) can be pre-selected and configured to be monitored.
 - b. Can define alarm and event triggers.
 - c. Can configure resulting video operations.
 - d. Detect if the video or audio signal is lost and alert the system administrator.
 - e. Support receiving Simple Network Management Protocol (SNMP) messages from servers and alert users.
 - f. Alarm and event notifications can be customized and forwarded to:
 - 1. Users logged into the client application
 - 2. Users logged into the mobile application
 - 3. Configured email addresses
 - 4. External entities and third party software, such as central monitoring stations and call centers
- Can escalate alarms from one user or group to another if the alarm is unacknowledged for a preset duration.
- The NVMS shall maintain an event log and allow users to use the log events as triggers for specific event actions.
- The NVMS shall support software level integration with third-party applications using the NVMS software development kit (SDK).
- The system must provide lifetime server and client software upgrades which shall not require physical access to servers and without down-time.
- The NVMS shall be able to restore backed-up settings and configurations to a new or replacement server in a site.
- The NVMS shall support the operation of a license plate recognition system that include:
 - a. The ability to define a region of an image where license plate detection is performed.
 - b. Detected license plates shall be stored with the video data.

- c. The ability to create a Watch List that is used to create events when specific license plates are detected.
- The NVMS shall provide the ability to control the client application using the following types of peripherals:
 - d. A USB keyboard and/or mouse
 - e. A USB joystick
 - f. A PTZ controller keyboard
- The NVMS shall support the ability to share the application window display in a joint session with other users for collaborative investigations.
- The NVMS shall support an unlimited number of monitors used for monitoring video and audio streams connected to a single workstation.
 - a. Display all video sources connected to the system.
 - b. Support the ability to drag and drop items from the system tree into the video monitoring area.
 - c. Support monitoring live and recorded video and audio streams simultaneously on the same monitor.
 - d. Support viewing the same live or recorded video stream at different zoom levels and areas of interest.
 - e. Support the ability to switch from live to recorded video on demand for an instant replay of recently recorded video.
 - f. Support the creation of unlimited views with unique layouts of video streams.
 - g. Support the ability to toggle between tiled and full-screen view.
 - h. Support the ability to save the configured display setting.
- The NVMS shall support the ability to create a map that represents the physical location of cameras and other devices throughout the surveillance system.
- Programming of automatic recording events on NVR, maybe based on events such as alarms and video analysis
- Remote maintenance of IP Video components
- The system must allow for any number of user seats/installations on the IP video network to be added for future scalability at no management software cost or licensing cost.

The NVMS shall be installed on hardware which meets or exceeds the selected VMS requirements.

3.4 Video Storage:

A 30 day 24X7 recording storage requirement is standard for all recorders.

- The NVR must be capable of recording 50 cameras simultaneously.
- The NVR must allow for a disk management system which will automatically reap old recordings to overwrite with new ones when max disk usage is reached.
- Minimum storage capacity of 21TB.
- Retrieval of archived Video using normal playback, thumbnails (motion, event or time based).
- Exported recordings will be protected by an invisible watermark using hashing function with a 1024 bit key.
- Should have facilities for play, forward, rewind, pause along with fast forward and rewind for reviewing the recorded videos.
- The application should allow for time-synchronized playback of different cameras together in the same video pane. This will enable the operator to watch playback of an event in an area covered

- by multiple cameras from different angles as the event happens.
- The system must support video bookmarks, where the system allows the user to create textual bookmarks at various places in a recorded footage and allow access to these bookmarks through an intelligent bookmark management system.
- The system must allow application of sorting and searching filters on bookmarks for faster retrieval and access to incidents in recorded footage.

3.5 Training

Training is a requirement of the RFP. Eight hours training per network is required in 4 hour increments. The Contractor shall provide all reference manuals, booklets, and other materials required for training.

3.6 Shot Spotter Integration

The Territory currently utilizes ShotSpotter, a gunshot detection and location service. GVI requires that its PSCM network interface with ShotSpotter through a ShotSpotter API which the VIPD has already licensed. Attached to this RFP is a ShotSpotter “Notification API Reference” which outlines the steps necessary to achieve integration with the PSCM cameras and VMS.

3.7 Monitoring Stations

The following buildings will house the CCTV system and serve as the monitoring stations.

St. Croix District

#1 Estate Diamond

Frederiksted, Virgin Islands 00840

St. Thomas District

5400 Veterans Drive

St. Thomas Virgin Islands 00802

All monitoring activities are to be hosted and managed by VIPD as well.

4.0 Terms and Conditions for RFP

4.1 Calendar of Events

<u>Event</u>	<u>Date</u>
Release of RFP to Bidders	July 27, 2018
<u>Pre-Proposal Conference</u>	<u>August 7, 2018</u>
Last Day for Questions	August 13, 2018
Response from Bidders	August 28, 2018

4.2 Response Format

All submittals in response to this RFP must conform to the format of the RFP from Section 2 to Section 4.27. If no specific response is required for a Section, bidder must state “Acknowledge” after the corresponding item header in the response. Alternatives to the RFP will be accepted and evaluated only if they are in addition to, and not in place of, the VIPD’s stated requirements.

Bidders shall prepare an “Executive Summary” labeled Section 1 in their response outlining the overall experience of the firm, their corporate address, number of local resources in the US Virgin Islands area, and stating in precise terms your understanding of the project. ***The summary must include the bid amounts as specified in Section 4.16, and be signed by an authorized representative of the firm.*** Included in Section 1, Bidders are to propose a high level installation work plan for the entire project. The project plan should have an initial start date of October 1, 2018. However, initial start date may be adjusted to an earlier or later date.

Bidders must state the number of qualified installation personnel to be assigned for each phase of the project in the proposed project plan.

4.3 Response Submission

Responses to this RFP must be submitted in a sealed package and delivered to the Department of Property and Procurement on or before **4:00 PM Tuesday, August 28, 2018** as follows;

Lloyd T. Bough, Jr.
Commissioner
Department of Property & Procurement
8201 Subbase, 3rd Floor
St. Thomas, Virgin Islands 00802

Packages shall be clearly labeled on the outside as follows;

“Request for Proposal Virgin Islands Security Initiative”

Bidders shall supply 1 original bid package, and 5 additional copies.

4.4 Costs Associated with Preparation of The Contractor’s Response

The GVI is not liable for any cost incurred by the Bidders in preparing responses to this RFP or negotiations associated with award of a contract.

4.5 Pre-Proposal Conference

A Pre-Proposal Conference will be held on Tuesday, August 7, 2018 at 10:00 a.m. The location of the meeting will be at the Department of Property and Procurement Conference Room, 8201 Subbase - 3rd Floor, St. Thomas, and #3274 Estate Richmond, Christiansted, Virgin Islands. Project site visits will be conducted by appointment only. To schedule a site visit, contact Mr. Romel Wallace, Program Manager, at the Bureau of Information Technology at (340) 774-1013, Ext. 5900 or romel.wallace@bit.vi.gov.

Bidders are highly encouraged to attend Pre-Proposal Conference and conduct site visits.

4.6 Site Survey

Each Bidder will review the sites for the project during the site walkthrough. Attached to the RFP is an overview of each network and a breakdown of the cameras required.

4.7 Subcontractors

Should a Bidder attend the Pre-Proposal meeting and represent his or her respective company, that company will be prohibited from acting as a subcontractor to another Bidder responding should that company be awarded the contract.

The submission of a Proposal constitutes a representation and agreement that the Bidder has not divulged its proposal to, or colluded with any other potential Contractor or party to a Proposal whatsoever.

4.8 Interpretation and Additional Information

Any interpretation, correction, or change of the RFP will be made by an Addendum by the Department of Property and Procurement (P&P). Interpretations, corrections, or changes to the RFP made in any other manner will not be binding, and contractors shall not rely upon such interpretations, corrections, or changes. Addenda will be emailed to all that are known to have attended the Pre- Proposal Meeting. Addenda shall be issued as expeditiously as possible. It is the responsibility of Bidders to determine whether all addenda have been received.

4.9 Addenda

It will be the responsibility of all Bidders to contact P&P point of contact via email at dynell.williams@dpp.vi.gov prior to submitting a response to the RFP to ascertain if any addenda have been issued, and to obtain any and all addenda, execute them, and return addenda with the response to the RFP.

4.10 Questions

Questions regarding this RFP must be submitted in writing via email to Dynell R. Williams, Deputy Commissioner of Procurement at dynell.williams@dpp.vi.gov. All questions must be received by August 13, 2018 at 4:00 p.m. Atlantic Standard Time (AST). Responses will be shared with all Bidders via an Amendment, which will be posted to the Department of Property and Procurement website.

4.11 Proposal Binding Period

Prices quoted in the Bidders response for all labor and materials will remain in effect for a period of at least 90 business days from the issuance date of the Bidders response.

4.12 Omissions

Omission in any Bidders proposal of any provision herein described shall not be construed as to relieve the Contractor of any responsibility or obligation to the complete and satisfactory delivery, operation, and support of any and all equipment or services.

4.13 Evaluation of Responses

The Department of Property and Procurement shall award a contract to the successful Bidder whose proposal provides the best value to the GVI, based on the evaluation criteria as stated below.

GVI may award a contract on the basis of initial proposals received, without discussions. Therefore, each initial proposal should contain the Bidders best effort in responding to the complete RFP. Discussions may be conducted with, and best and final offers obtained from, responsible Bidders who

submit proposals determined to be reasonably susceptible of being selected for award. If "Best and Final" offers are requested, they will be evaluated against the same criteria as were the initial proposals.

Proposals will be evaluated as follows;

- Quality of Project Plan – understanding the project
- Completeness of proposal – adherence to scope and specifications
- Bidder qualifications
- Project Manager Resume
- Cost/Price
- References

The GVI intends to make a single contract award, however the GVI reserves the right to make multiple awards if more than one award is necessary as a result of this Request for Proposal (RFP).

4.14 Right to Reject

The GVI reserves the right to reject all bids.

4.15 Payment Schedule

Payment shall be made upon delivery of services and installation of equipment on a percentage completed basis to be agreed upon with the Contractor and the GVI based upon the percentage of the contracted work completed each month.

4.16 Cost Proposal

All pricing shall specify quantity or units to be purchased at a specified rate on a per network basis (2 networks), and the ShotSpotter integration cost for the PSCM network. For networks which contain multiple addresses the cost proposal shall be further itemized by location. CAT6 wiring shall be quoted in estimated feet, in bundles of 100, 500, or 1000 feet. Labor may be quoted without detailed hours. Bidders are to propose pricing for 100% of the project (priced on a network basis) deployment, as well as, submit pricing on a Phased network deployment basis. The GVI reserves the right to contract for either the entire deployment of both networks, or chose to contract on a Phased deployment basis as follows;

Phase 1:

- St. Croix

Phase 2:

- St. Thomas / St. John

Bidders are instructed to submit a Cost Proposal for Phase 1 and 2 separately. Four (4) quotes are required to be stated in the Executive Summary as follows;

- 100% deployment (2 networks)
- Phase 1
- Phase 2

Cost Proposal (one (1) original and five (5) copy sets of proposals) must be submitted in a separate sealed envelope.

4.17 Variation in Quantities and Configurations

Equipment and capacity requirements are the best estimates currently available. GVI reserves the right to modify quantity and configuration requirements. The Contractor agrees to sell the revised quantity of items at the unit price as stated in the contract between the GVI and the Contractor. Any cost encountered, which is not specifically itemized in the bid, shall not be incurred unless agreed upon, in writing by the GVI.

4.18 The Contractors Qualifications

The selected Contractor shall be a fully licensed agent, or engage a Subcontractor that is an agent of chosen VMS system (Contractor Team). The Contractor or Contractor Team shall be experienced in the installation, configuration and operations of the NVMS solution.

In the event of a Contractor Team all team participants shall be identified in Bidders response.

4.19 Maintenance Quote

GVI may choose to contract with the successful Bidder to provide territory-wide maintenance on all networks installed during the course of the project. Maintenance should be quoted on an annual basis, with an estimate of the expected number of hours per month and the rate per hour. In addition, Bidders should specify the service response time to issues reported by GVI or discovered by the Contractor.

The GVI considers it highly desirable that Bidders agree to supply support for the first year at no additional charge to the Territory. The first year would begin after the final network has been installed.

4.20 References

Bidders should supply to the GVI 3 references of at least 50 cameras installation or greater each that can attest to the Contractor or Contractors Team ability to professionally install, and engineer video cameras and VMS software and servers. The referenced projects shall have been completed by the Contractor within the last 3 years. Bidders shall supply references client name, contact name, contact information (telephone number, and email address), and a description of the referenced project.

4.21 Prime Contractor

In the event multiple Contractors submit a joint response to this RFP, a single Contractor shall be identified as the Prime Contractor. The Prime Contractor responsibilities shall include performing overall project administration and serving as a focal point for the GVI. The Prime Contractor shall also prepare and present a consolidated invoice for work performed and/or for equipment installed.

The GVI will only contract with the Prime Contractor.

4.22 Project Manager

The successful Bidder shall assign a permanent Project Manager (PM) for the duration of the project for the installation of all sites contracted by the GVI. The PM responsibilities shall include coordinating and monitoring plans and schedules, maintaining project budget and status information, administer changes required, being present at GVI meetings, and overseeing preparation of reports and presentations. The PM shall prepare and submit weekly project status reports, and update the project schedule accordingly.

The PM shall have at least 7 years' experience in managing camera and NVMS installations, and hands on experience in video camera system installations.

The PM resume is required to be submitted with all bid responses.

4.23 Compliance with Laws and Regulations

The Contractor performance of the work shall comply with applicable federal, and local laws, rules, and regulations. The Contractor shall give required notices, shall procure necessary governmental licenses and inspections, and shall pay without burden to the GVI, all fees and charges in connection therewith unless specifically provided otherwise. In the event of violation, the Contractor shall pay all fines and penalties; including attorney's fees and other defense costs and expenses in connection therewith.

4.24 Indemnification

Contractor agrees to indemnify and hold harmless the GVI, its agent, and employees from any and all lawsuits, claims, demands, liabilities, damages and losses including all costs, expenses and attorney's fees incurred in connection therewith, for or on account of any injury to any person, or any death at any time resulting from such injury, or any damage to property, which may arise or which may be alleged to have arisen out of or in connection with, or as a result of any action or inaction of the Contractor in performing the work covered by this project.

4.25 Liability and Insurance

Contractor to furnish and deliver prior to commencement of work, a completed Certificate of Insurance satisfactory to the Government of the Virgin Islands containing the following at its own expense:

- Provision that coverage cannot be canceled without a thirty-day notice to the GVI
- Compliance with statutory limits of the U.S. Virgin Islands for Worker's Compensation and Employer's Liability
- The minimum amounts of general liability insurance shall be as follows:
 - \$1,000,000 per occurrence and \$2,000,000 aggregate coverage with the GVI named as primary, noncontributory additional insured.
- The minimum amounts of product liability insurance shall be as follows, except no restriction on occurrence limits will be permitted:
 - Product Liability Limit - \$2,000,000 combined single limit per person for each occurrence.
- Contractor to have Automobile Liability insurance on any autos, hired autos, and non-owned autos of \$1,000,000
- Contractor to furnish a copy of the Endorsement showing U.S Virgin Islands as an additional named insured on the General Liability policy and Professional Liability policy; or provide separate coverage, in the amounts enumerated above, with an Owner's Protective policy. GVI reserves the right to request and receive a copy of the Contractor's insurance policies referenced herein.
- The Contractor shall cease operations on the project if the insurance is canceled or reduced below the required amount of coverage, in such case, this shall be deemed a default.

4.26 Cancellation

In the event the Contractor violates provisions of this RFP, quote, or Contract the GVI may give written notice to the Contractor stating the deficiencies. Unless deficiencies are corrected within five (5)

working days, recommendations will be made for the immediate cancellation of the project. The GVI reserves the right to terminate immediately any contract resulting from this RFP for failure to correct deficiencies.

4.27 Changes After Issuance of Contract

During the course of the project, either party may issue requests for changes in the contract. This shall take the form of an Addendum which, if accepted by both parties, shall be executed as a change to the contract which will thereby be amended to the extent of the change (Change Order).